

## SENATE

### Unconfirmed Minutes of Meeting held on 17 May 2016

**Present:** The Provost, Professor James Stirling (Chair); Professors Cilliers, Gibson, Green, Gooderham, Johnston, McClure, McCoy, Nash, Parry, Smith, Spivey, Welton, Wright; Associate Professor Miraldo; Drs Buluwela, Craig, Fobelets, Gounaris, Kingsbury, Trotta; Mr Tebbutt; Mr San (Student Representative); Ms Sandon-Allum; with Mr Neilson (College Secretary and Registrar), Mr Balloch (Interim Academic Registrar) and Ms Webster (Head of Academic Services).

**Apologies:** Professors Anandalingam, Magee (Jeff) Magee (Tony), McGregor, Screaton, Wright; Dr Archer.

#### 2072 Minutes

The Minutes of the meeting of the Senate held on 17 February 2016 were confirmed.

#### 2073 Matters Arising

There were no matters arising not covered by the agenda.

#### 2074 Chair's Action

Reported: Action taken by the Chair on behalf of the Senate to approve a proposal from LKC School of Medicine to establish the Professor Jenny Higham Collaboration Award, noting that the College Secretary and Registrar had confirmed that naming approval had been granted and that the Faculty of Medicine Education Committee was supportive of the proposal. The Chair noted that this was a good way to acknowledge the outstanding contribution made by Professor Higham to Imperial College.

#### 2075 Provost's Business

Received: A Report from the Provost (**Paper Senate/2015/45**).

(1) Vice-Provost (Education)

Reported: That Professor Simone Buitendijk had accepted appointment as Vice-Provost (Education) from 1 August 2016. Professor Buitendijk joins the College from the University of Leiden, where she has held the role of Vice-Rector Magnificus, with responsibility for education and the student experience, since 2011. She is also Professor in Women's and Family Health at the Leiden University Medical Center. Professor Buitendijk had been spending time at the College in advance of her start date.

(2) Academic Registrar

Reported: (i) That Mr David Ashton had accepted appointment as Academic Registrar from 1 June 2016. Mr Ashton was currently the Director of Student Administration at University College London.

(ii) Noted: Thanks were expressed to Mr James Balloch for acting as Interim Academic Registrar.

(3) Acting Dean of the Business School

Reported: (i) That since the last meeting of Senate, Professor Anand Anandalingam had announced that he would be stepping down from the role from 30 June 2016.

(ii) That Professor Nelson Phillips had accepted appointment as Acting Dean of the Business School from 1 July 2016.

(4) Head of Department of Innovation and Entrepreneurship

Reported: That Dr Markus Perkmann had taken up appointment as Head of Department of Innovation and Entrepreneurship in the Imperial College Business School, with effect from 1 February 2016.

(5) Vice-President (Communication and Public Affairs)

Reported: That Mr Luke Blair had accepted appointment as the College's first Vice-President (Communications and External Affairs). He will take up the post in September 2016.

(6) Professor Christl Donnelly

Reported: That it had been announced that Professor Christl Donnelly, Professor of Statistical Epidemiology, School of Public Health in the Faculty of Medicine, had been elected as a Fellow of the Royal Society.

(7) Stern Review

Reported: That the College had responded to the Stern Review.

Noted: That the College response to this, and to other Government consultations, was available on the [Government and Policy](#) section of the Strategic Planning Website.

## 2078 Vice Provost's Business

Received: A Report from the Acting Vice Provost (Education) (**Paper Senate/2015/46**).

(1) NSS and the Student Experience Working Group

Reported: (i) That the Working Group had been considering the identification and sharing of good practice and had agreed, with the Imperial College Union, a theme of Undergraduate Project Supervision. The Group had also been gathering information on the Personal Tutor role across the College and that a further working group would be established to recommend a model of good practice in pastoral support for implementation across the College.

(2) NSS 2016 Final Response Rate

Noted: That the College's overall response rate for the NSS in 2016 is 78.99% (against last year's figure of 77.13%).

(3) Education Day 2016

Noted: That the theme of the Education Day 2016 was Transformative Learning. Thanks were expressed to Dr Martyn Kingsbury and his team for their huge input into making the effort a success.

(4) Stevenson Fund

Noted: The recipients of the three bursaries awarded in April 2016 were noted and congratulated.

(5) President's Awards for Excellence in Teaching

Noted: That 64 nominations had been received across the four categories for the President's Awards. Winners would be announced at the end of May 2016.

**2079 Academic Standards Framework Update**

Received: A note from the Acting Vice Provost (Education) (**Paper Senate/2015/47**).

Reported: (1) That there had been extensive debate by the members of the Steering Group, following discussions within Faculties, on the matter of module credit size and that the issue had then been referred to the Deans' Forum. As a result a compromise was proposed to implement a hybrid framework with standard module credit sizes of 5 ECTS and 6 ECTS. Concerns had been expressed by the Steering Group that this would reduce the desired flexibility within the framework and of the impact on the Horizons programme and BPES in the Business School. The Chair emphasised that this was proposed as a stepping stone towards a harmonised credit framework for the College but also to recognise the considerable work that had already been undertaken in Faculties. In that sense, it was considered that it was an achievement to have progressed this far.

Considered in discussion: (1) Senate members expressed concern that this proposal went against the original aims of the Academic Standards Framework and queried, given the amount of additional work that would be required in the event of future harmonisation, and the potential impact on students, whether more time should be taken to reach a consensus. The Chair indicated that he did not consider it appropriate to wait for the arrival of the new Vice-Provost (Education), as was suggested, and that if he felt that the views would change, he would have recommended that a further delay in the debate would be beneficial.

(2) The need to consider and reduce the assessment burden on students and staff was a key aim of the Academic Standards Framework but that this was not achieved by having modules of any particular size, as had been suggested, but through a careful consideration of the assessment requirements for a module. It was reported that the Faculty of Natural Sciences had opted for 5 ECTS credits as a result of consideration of external factors.

(3) That the decision is on the critical path for moving forward with the Student Information Management Programme (SIMP). Having two module sizes would add to the complexity of the project but the chosen Student Record System could in fact manage two frameworks

(4) The disappointment expressed by Student Representatives that it had not been possible to achieve a common module credit size and their desire for parity across the College and comparable, balanced workloads in their courses.

(5) That the Horizons programme would not be able to cope with two separate streams of assessment and that the Assessment Task and Finish Group had been charged with identifying a solution for cross-Faculty or cross-College modules.

Resolved: That Senate approved the recommendation of the Academic Standards Framework Steering Group to adopt standard module credit sizes of 5 ECTS and 6 ECTS, but urged that work should continue towards the goal of full harmonisation of credit sizes.

**2080 Revised Approach to Quality Assurance**

Received: A note from the Head of Academic Services (**Paper Senate/2015/48**).

Reported: (1) That HEFCE, following a consultation with the sector in late 2015, had published a Revised Operating Model for Quality Assessment, but that this had been published in advance of the Government White Paper and the Department for Business, Innovation and Skills intentions for the Teaching Excellence Framework (TEF).

(2) That the proposed operating model signalled a significant change to regulation for all providers in the sector and that the submission of the Annual Accountability Return will require the institution's Governing Body (the College Council in the case of Imperial College London) to provide confirmation that appropriate attention is being paid to the student academic experience and student outcomes. It will also be asked to confirm that it has seen evidence and appropriate action plans, including from the periodic review processes, and that it has received and considered the outcomes from continuous improvement activity related to learning and teaching and that these have been produced using robust and appropriate methodologies.

(3) That this heralded the start of a different role for the Governing Body. An annual report template was being developed to provide information to College Council to enable them to provide this assurance to the Funding Council.

## **2081 Imperial Horizons**

Received: A Report from the Director of the Centre for Languages, Culture and Communication. (**Paper Senate/2015/49**).

Reported: (1) That this paper had been provided by Dr Roberto Trotta, Director of the Centre for Languages, Culture and Communication, in response to the discussion at the previous meeting of Senate (Minute 2060 (3) refers).

(2) That there had been an increase in the number of students engaged in Horizons programmes with a sharp increase of 30% year-on-year in 2015-16 across all year groups, with languages programmes attracting the highest number of enrolments. The number of enrolments from different areas of the College were noted and the student feedback on the programmes matched or exceeded College averages.

(3) That the challenges facing the programme included space issues and the difficulty of finding rooms of the right size and with the right equipment, with booked rooms often being taken out of use at the last moment. The Director anticipated a ten percent increase in demand for language courses and so was working with the timetabling team and with Departments to try and resolve these issues.

Considered in discussion: (1) The planned expansion at Charing Cross was welcomed by the Faculty of Medicine who, although students were unable to take Horizons courses for credit, were keen to broaden their students' outlook.

(2) That the programmes were well advertised and take-up was high. 75% of students who withdrew from Horizons programmes cited course related pressures.

(3) That additional language teaching in dedicated slots was provided to students preparing for a year abroad, but that there were often timetable clashes which had a negative impact for the Centre but also for the student experience. Work was being done with Departments to try and minimise this. It was hoped that the Space Programme running under Operational Excellence would help to address some of these issues

(4) That Horizons was an evolving programme with all the teaching done in-house to ensure the quality of the provision. Members agreed it would be helpful to have further analysis on the overall performance of students who have taken Horizons programmes.

(5) Thanks were expressed on behalf of Senate to Dr Trotta for his report. It was agreed that this should become an annual report to Senate.

## **2082 DSc Regulations**

Received: A proposal from the Interim Academic Registrar to request approval of amendments to the DSc Regulations (**Paper Senate 2015/50**)

Reported: (1) That the proposed amendments were to allow applicants to make an electronic submission in respect of their application for the DSc award, rather than requiring three bound copies as currently required.

Considered in discussion: That there were normally two or three applications per year for the DSc award but that not all were successful. There was also discussion about the history of the DSc award and whether the College should continue to confer the DSc award. On balance, Senate felt that it was beneficial to continue with the award.

Agreed: Senate approved the proposed amendments to the Regulations to take immediate effect.

## **2083 Quality Assurance and Enhancement Committee (QAEC)**

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2015/51**).

Noted: (1) QAEC approval of minor changes to Undergraduate, Postgraduate Taught and Postgraduate Research Admissions Policies with immediate effect.

(2) That QAEC had approved revisions to the guidelines for establishing and reviewing collaborative provision to take account of new QAA guidance.

(3) That QAEC had approved revisions to the policy and procedure for establishing and reviewing collaborative modules with immediate effect.

(4) That QAEC had received and considered follow up reports from the following departments which had undergone periodic review during 2014-15:

Centre for Languages, Culture and Communications – UG Periodic Review (2013-14)  
School for Public Health – PG Teaching Periodic Review (2013-14)

(5) That QAEC had approved bespoke arrangements for the second stage review of the Lee Kong Chian School of Medicine MMBS programme

(6) That QAEC had approved a Framework for Graduate Teaching Assistants with immediate effect.

(7) That QAEC had approved the establishment of a Dean's List and changes to transcript reporting for the Faculty of Natural Sciences for all undergraduate programmes, in all years, for the 2015-16 academic session.

(8) That QAEC had received an update from the Business School on the pilot to deliver the "Managerial Economics" module as an on-line module to undergraduate students in selected departments in the Faculty of Engineering.

(9) That QAEC had considered reports from the Vice Provost (Education) Staff-Student Forum and would circulate these as a means to stimulate discussion and share good practice.

(9) That QAEC had considered the external examiner summary report for undergraduate programmes for 2014-15. These would be circulated to the Faculty Education Committees for further discussion within their faculties.

(10) That on the recommendation of the Provost's Board, Chair's action had been taken to approve a change to the Staff-Student Committee Guidelines to take effect immediately. Staff Student Committees will be expected to formally approve National Student Survey departmental action plans.

(11) That QAEC had considered the undergraduate SOLE and the postgraduate SOLE and MODES lecturer/module evaluation results for the Autumn Term 2015 survey.

(12) That QAEC had considered external guidance and updates from the Quality Assurance Agency, the Department for Business, Innovation and Skills and the HEFCE.

(13) That QAEC had considered reports from the Programmes Committee, Faculty Education Committees, the Postgraduate Research Quality Committee and the Postgraduate Admissions Network.

Considered in discussion: That there were some recurring themes in the external examiner reports which related to consistency of practice which should be addressed through the response to the external examiner and the Departmental annual monitoring action plans.

#### **2084 Prizes and Medals Awarded**

Considered: Recommendations concerning new prizes, as detailed in **Paper Senate/2015/52**.

Approved: The establishment of five new prizes as outlined in items A-E of the Senate paper.

#### **2085 Staff Matters**

Received: A Note by the Provost (**Paper Senate/2015/53**).

Noted: The names of those appointed to senior academic positions since the last Senate meeting.

#### **2086 Appointment of External Examiners in 2015-16**

Received: The names, affiliations and periods of tenure of external examiners for undergraduate degrees and Masters degrees in 2015-16 (**Paper Senate/2015/54**).

#### **2087 Award of Degrees and Diplomas**

Reported: That under the provisions of University of London Ordinance 9(2) and Imperial College London Ordinance B1(1), and with the terms of SM 8 of October 1998, that the Academic Registrar had acted on behalf of the Senate in approving the awards for candidates who have satisfied the examiners in the examination and satisfied all other necessary requirements for the award of the degrees, and that degrees had been conferred on these candidates, the date being as indicated on the award.

#### **2088 Any Other Business**

No other business was reported.

**2089 Date of Next Meeting**

Reported: The next meeting of the Senate would take place on Wednesday 22 June 2016, in Room G01, Royal School of Mines, starting at 3.00pm.